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ABSTRACT

The number of special resources for recruiting minority women is, although still limited, slowly increasing. The document lists studies and handbooks, directories, registries and placement agencies, national organizations and women's groups, publications and directories of other media. (MJM)

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project on the status and education of **women**

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BERNICE SANDLER
Director
MARGARET C. DUNKLE
Project Associate
FRANCELIA GLEAVES
Information Associate
KAY MECKES
Project Secretary
LOUISE HUNTER
Information Secretary

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RECRUITING MINORITY WOMEN #2

The number of special resources for recruiting minority women are, although still limited, slowly increasing. "Recruiting Minority Women #2" lists studies and handbooks, directories, registries and placement agencies, national organizations and women's groups, publications and directories of other media.

"Recruiting Minority Women #2" supersedes and updates our previous "Recruiting Minority Women #1." If you know of other resources that would help employers find qualified minority women, the Project would appreciate receiving sample copies and/or more information.

I. STUDIES AND HANDBOOKS:

- AMERICAN BAR ASSOCIATION SURVEY. The American Bar Association made a survey in 1969-70 which found that blacks were 2.7% of the total law school enrollment, and, of the female lawyers and judges in the country, 2.3% are black. For a free summary of the survey, write the American Bar Association, 1155 60th Street, Chicago, Illinois 60637.

- DIRECTORY OF AFRO-AMERICAN RESOURCES lists, describes and cross-indexes professional associations of blacks, disciplinary committees concerned with blacks, data sources, and study centers. The directory is available for $19.95 from Order Department, R. R. Bowker Company, P. O. Box 1807, Ann Arbor, Michigan 41806.

- EQUAL EMPLOYMENT OPPORTUNITY FOR MINORITY GROUP COLLEGE GRADUATES: LOCATING, RECRUITING, EMPLOYING is a guide to recruiting minority group members by Robert Calvert, Jr., former University of California Placement Director. It is available from Garrett Park Press, Garrett Park, Maryland 20766, for $5.95.

- HANDBOOK FOR RECRUITING AT THE TRADITIONAL BLACK COLLEGES (1974-75 edition). For assistance in finding and hiring blacks, this book contains profiles of 85 black four-year colleges and information on their students. Edited by Andre G. Beaumont and Rena D. Godbolt, it is available for $6.50 from College Placement Services, Inc., P. O. Box 2322, Bethlehem, Pennsylvania 18018.

- SURVEY OF BLACK AMERICAN DOCTORATES. This survey found that less than 1% of the doctorates in the nation were held by blacks, and 80% of these were held by black men. For a free summary of the survey, write to The Ford Foundation, Office for Special Projects, 320 East 43rd Street, New York, New York 10017.

- DIRECTORY FOR REACHING MINORITY GROUPS. Published by the Department of Labor, this handbook lists by state and city, the names, addresses and telephone numbers of organizations and individuals who can reach minority groups to inform them of job opportunities. Copies are available upon request from the Manpower Administration, Department of Labor, Washington, D.C. 20210.

II. DIRECTORIES:

- DIRECTORY OF MINORITY COLLEGE GRADUATES 1971-72. Prepared by the Manpower Administration of the Department of Labor, this directory identifies black, Spanish-surnamed, Native American and white ethnic groups by sex. No summaries or statistics are given by field or degree level. The directory is available for $8.00 from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

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- DIRECTORY OF SPANISH-SURNAMED AND NATIVE AMERICANS IN SCIENCE AND ENGINEERING. Dr. Joseph V. Martinez compiled this directory for the Foundation for Promoting Advanced Studies. It contains the names, highest degree attained, discipline and research interest of over 200 persons. For a copy, write Dr. Martinez, 464 Furnace Road, Ontario, New York 14519. A donation of $15.00 is requested.

- SPANISH-SURNAMED AMERICAN COLLEGE GRADUATES: 1971-1972 (two volumes). This directory includes the names of graduating students by discipline, state, school and graduation date. Included are recruiting tables arranged by state, school and date of graduation, which give the total numbers of students graduating within each discipline. The directory is available upon request from the Cabinet Committee on Opportunity for the Spanish-Speaking, Suite 712, 1800 G Street, N.W., Washington, D.C. 20506.

- NATIVE AMERICAN PROFESSIONAL RESOURCE DIRECTORY. The directory is divided into three major categories: academic degree index, individual information index, and tribal index. It lists a total of 1,076 Indians who either hold degrees from accredited institutions or are in their final year of study in such institutions. The directory is available at $4.50 per copy from Native American Professional Resource Directory, 203 San Pablo, S.E., Albuquerque, New Mexico 87108.

- BLACK COLLEGIAN, RESUME BOOKS (two volumes). Black Collegian is a magazine written by and for black college students. Publisher Preston Edwards has gathered the resumes of 100 (50 in each book) black college seniors in such disciplines as accounting, biology, business administration, chemistry, engineering, mathematics, architecture and medical technology. The resume books are $25.00 each, available from Black Collegiate Services, Inc., 3217 Melpomene Avenue, New Orleans, Louisiana 70125.

- DIRECTORY OF BLACK HISTORIANS. This list includes over 200 black historians currently writing or teaching in U. S. universities. The directory is available from Ms. Janette Harris, Department of History, Howard University, Washington, D.C. 20001.

III. REGISTRIES AND AGENCIES:

- BLACK WOMEN EMPLOYMENT PROGRAM is an Atlanta-based operation which helps employers find trained and qualified black women for jobs. No fee is charged to the woman placed; a small fee is charged to the institution/employer. For more information write Black Women Employment Program, Southern Regional Council, 52 Fairlie Street, N.W., Atlanta, Georgia 30303, (404) 522-8764.

- MINORITY WOMEN EMPLOYMENT PROGRAM. Based in Houston, Texas, this pilot project is designed to help minority women with college training or equivalent experience find technical, professional or managerial jobs in that area. Women are screened to meet specific standards. For more information contact Ms. Beverly Lyle, Director, Minority Women Employment Program, 2626 Calumet, Houston, Texas 77004, (713) 526-3495.

- ONE AMERICA, INC. This minority-owned consulting firm offers a wide range of services in the area of equal opportunity, including locating and identifying high level minorities for various positions. For more information contact Ms. Elaine B. Jenkins, President, One America, Inc., 1221 Massachusetts Avenue, N.W., Suite 205, Washington, D.C. 20005, (202) 628-2216.

- NATIONAL SKILLS BANK is a talent bank that helps place minority persons in professional jobs. For information write to Ms. Ruth Allan King, Placement Office, National Skills Bank, 477 Madison Avenue, 18th Floor, New York, New York 10022.

The following two agencies refer male and female candidates of all ethnic backgrounds. However, they both have made special efforts to obtain resumes of minority applicants.

- COOPERATIVE COLLEGE REGISTRY is a non-profit operation that serves its member institutions by locating candidates for job openings from resumes kept on file. (Membership is $100 for colleges and universities; individuals are charged $10 to register.) CCR cannot supply search committees or administrators with lists of names of minority women, but can send resumes of those persons who have registered and who fit qualifications designated by the employer. For more information write to Cooperative College Registry, One Dupont Circle, Washington, D.C. 20036, (202) 223-2807.

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- HIGHER EDUCATION ADMINISTRATION REFERRAL SERVICES is a non-profit "equal opportunity service" founded and supported by thirteen higher education administration associations. On a fee basis, candidates are referred to institutions seeking qualified professional administrative and support staff in areas related to business management. HEARS is building an extensive minority talent bank, although they do not supply lists of minority persons. The registration fee for individuals is $25. For more information write HEARS, Suite 510, One Dupont Circle, Washington, D.C. 20036, (202) 296-2347.

IV. ORGANIZATIONS:

- AFRICAN AMERICAN SCHOLARS' COUNCIL. Although its main function of this agency is research, it does engage in some informal job placement and referral. For more information, write African American Scholars' Council, 1150 17th Street, N.W., Washington, D.C. 20036.

- AMERICANS FOR INDIAN OPPORTUNITY has a free job referral and placement service. For more information, write Americans for Indian Opportunity, 1820 Jefferson Place, N.W., Washington, D.C. 20036.

- BUREAU OF INDIAN AFFAIRS is a federal agency which has information on Native Americans, including annual data on degree attainment. For information contact Mr. Leroy Falling, Chief, Branch of of Higher Education, Bureau of Indian Affairs, P. O. Box 1788, Alburquerque, New Mexico 87103.

- CABINET COMMITTEE ON OPPORTUNITY FOR THE SPANISH-SPEAKING makes job referrals and also has information on Spanish-speaking doctorate holders. For more information write Cabinet Committee on Opportunity for the Spanish-Speaking, 1707 H Street, N.W., Washington, D.C. 20036.

- NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE. A well-known civil rights organization, the NAACP does not have a formal job placement service or talent bank. However, local branches of NAACP very often are able to recommend highly qualified candidates. The national office is at 1790 Broadway, New York, New York 10019.

- NATIONAL ASSOCIATION FOR PUERTO RICAN CIVIL RIGHTS has an informal placement and job referral service for all Spanish-speaking persons. For more information, write Mr. Antonio Riva, Director, NAPRCR, 175 116th Street, New York, New York 10029.

V. MINORITY WOMEN'S GROUPS:

Black sororities are an especially good resource for recruiting black women. Their membership is largely comprised of professional women, and they maintain good lines of communication.

- ALPHA KAPPA ALPHA maintains files of job opportunities nationwide. A monthly newsletter is published in which job openings are listed. For further information contact Ms. Harriett Harper, Career Opportunities Representative, Alpha Kappa Alpha Sorority, 1751 New Hampshire Avenue, N.W., Washington, D.C. 20009, (202) 332-9442.

- DELTA SIGMA THETA publishes a newsletter seven times a year which accepts job advertisements. The organization also holds regional conferences throughout the year for its membership of over 6,000. For more information write to Ms. Lynnette Taylor, Executive Director, Delta Sigma Theta, 1707 New Hampshire Avenue, N.W., Washington, D.C. 20009, (202) 483-5460.

- ZETA PHI BETA handles requests for job candidates on an individual basis. For details, contact Ms. Goldie Baldwin, Executive Secretary, Zeta Phi Beta, 1734 New Hampshire Avenue, N.W., Washington, D.C. 20009, (202) 387-3103.

The following organizations also have a large number of professional women members.

- NATIONAL CONFERENCE OF PUERTO RICAN WOMEN publishes a newsletter which provides informal referrals of professional Puerto Rican women. For information contact Ms. Paquita Vivo, President, P. O. Box 4808, Washington, D.C. 20008.

- NATIONAL COUNCIL OF NEGRO WOMEN. Through its Commission on Higher Education, the National Council of Negro Women matches job openings with black women professionals in higher education. Send job opening announcements to Dr. Constance M. Carroll, Associate Dean, College of Liberal Arts, University of Maine at Portland-Gorham, Portland, Maine 04038.

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- NORTH AMERICAN INDIAN WOMEN'S ASSOCIATION has six regional associations across the country and is developing a talent bank of Indian women. For more information contact Ms. Madeline Colliflower, Gros Ventre, Fort Belknap, Hays, Montana 59527.

VI. PUBLICATIONS:

The following publications reach a large number of minority professionals. Each listed accepts advertisements of job openings.

- THE AFRO-AMERICAN is a bi-weekly newspaper which is published and distributed in Baltimore, Maryland; Newark, New Jersey; Philadelphia, Pennsylvania; Richmond, Virginia and Washington, D.C. For advertising rates, write the home office at 628 North Eutaw, Baltimore, Maryland 21201.

- BLACK SCHOLAR, an academic journal published ten times a year, has a section in each issue called "Black Scholar Classified" which includes advertisements by both individuals and institutions. For information on rates write Ms. Mary A. Wells, Advertising Department, Black Scholar, Box 908, Sausalito, California 94965.

- GRASS ROOTS NEWS, a monthly newspaper, focuses on the participation of women and minorities in government, industry, and education. Advertisements are accepted from individual professionals and potential employers. A referral service fee is required for each resume requested by employers. For a sample copy and further details, write Grass Roots News, P. O. Box 24027, Washington, D.C. 20024.

- NOTICIERO is a bi-monthly newsletter published by the Universidad Boricua (formerly the Puerto Rican Research and Resource Center). It reaches over 2,000 Spanish-speaking people through the Universidad's learning centers across the country. Job opening announcements are frequently included in the newsletter. For more information contact Ms. Julianne Hau, Universidad Boricua, 1766 Church Street, N.W., Washington, D.C. 20036.

VIII. MEDIA DIRECTORIES:

The three publications below list several hundred other minority publications as well as other channels of communication with minority groups.

- DIRECTORY OF MINORITY MEDIA, published by the U. S. Department of Commerce, lists American Indian, Black, Oriental and Spanish language newspapers, magazines, and other publications, and radio and television stations with minority audiences. The directory is available for $1.25 from the Superintendent of Documents, U. S. Government Printing Office, Washington, D.C. 20402.

- AMERICAN INDIAN MEDIA DIRECTORY - 1974, published by the American Indian Press Association (AIPA), lists Indian national community and collegiate publications, radio and television stations with Indian audiences and other resources. It is available for $10.00 postpaid from AIPA, 1346 Connecticut Avenue, N.W., Washington, D.C. 20036.

- BLACK PRESS PERIODICAL DIRECTORY lists 559 U. S. black periodicals, 125 black-oriented radio stations and 250 foreign black publications (including professional, associate and trade publications). Names and addresses of editorial contacts are given. The 1973 edition of the directory is available for $45.00 from Black Press Clipping Bureau, 78 Merchant Street, Newark, New Jersey 07105.

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